

HP CREATIVE SOLUTIONS PROJECT KIT

The creative act remains the same—
only the tools have changed



When early man was inspired to create, he used charred sticks on cave walls. Today, technology has virtually closed the gap between the idea and printed reality. The HP Creative Solutions Project Kit gives you the tools to build fun and useful projects that take full advantage of your printer's speed, color and outstanding print quality. Inside you'll find specially selected software and step-by-step instructions, including:

- One CD packed with three powerful programs:
- Corel Print & Photo House™ Select, for photo-enhanced projects
- By Design™ 4.0dj by Streetwise Software, complete with 700 templates
- Microsoft® Internet Explorer™ — surf the Web!
- HP Creative Solutions Project Kit, your illustrated guidebook with step-by-step instructions for creating personalized projects



HP CREATIVE SOLUTIONS PROJECT KIT

You just bought an HP printer that can really perform. So, we have big plans for you ...

Inside you'll find projects in these categories:

Community Associations and Clubs

Covers the banners, newsletters, committee reports and signs you need to make your neighborhood and public-service work look polished.

page 11

Home Offices

Identity systems, forms and promotional brochures you can produce for all kinds of home businesses.

page 17

Family Activities

A ton of fun, lively home projects. Everything from gift tags to holiday cards to chore schedules to calendars.

page 25

Hobbies

Enough fabric iron-ons, activity journals and gardening aids to bring anybody's pastime to life.

page 30

Here's an easy-to-use, learn-as-you-go creative kit that will help you get the most out of your new HP printer, teach you useful design skills, and give you all kinds of ideas to sharpen your communication.

Projects range from simple to a little more challenging. Each one, though, tells you the skill level and materials required, software and fabrication steps, and other ways to customize and use the ideas. Look for these icons throughout the book. They will tell you the skill level required for each project.



EASY



AVERAGE



ADVANCED

There's also space for you to note what you did. And once you've completed a couple of projects, you can branch out to ideas of your own.

System Requirements for Software

- ⌚ Microsoft® Windows® 95 only
- ⌚ Minimum requirements: Windows 95, 80466/66 MHz CPU, 8 MB of RAM
- ⌚ 3-18 MB available hard disk space per application
- ⌚ 2x CD-ROM drive
- ⌚ Sound card
- ⌚ 9600 bps or higher modem (14.4 Kbps or higher recommended) for CompuServe™
- ⌚ VGA card and monitor

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Setting Up Is Simple

Set up your printer with the instructions provided and insert the HP Creative Solutions CD into your computer. Start the CD, and a menu of options to install the following free software will automatically load.

By Design™ 4.0 dj. Lets you create professional-looking documents instantly, right in Microsoft Word or Corel WordPerfect®. Includes an assortment of ready templates for documents such as newsletters, business identity systems, resumes, brochures and journal pages.

Corel Print House and Photo House™ 2.0 Select. A design program with drawing and photo-editing capabilities that will work perfectly for your hobby and home office projects. You can use wizards to show you how, or create them from scratch. Use Photo House to retouch and edit photos before you put them into your designs.

CompuServe Interactive (CSi). Gives you the most comprehensive online service and easy access to the Internet from one simple source. Plus, your first 10 hours online are free — even your first month's membership of \$9.95 is waived.

Helpful Hints

After you've installed the software, plan to keep the CD nearby because you'll need it to access the clipart in Corel Print House and Photo House and the templates in By Design.

Before you launch a project, it's a good idea to take a few minutes and breeze through the Help and How-To screen of each of the programs, especially the ones that show you how to create a document, set size and orientation, select type, and use the templates and clipart. They're easy and won't take long to figure out. After that, you'll be ready to roll!

Here's the Corel serial
number you'll need:

PH2-59G6458495.

Planning Is Important

Consider the Paper

What you print on makes a major difference to your project and design.

There are many kinds of printing paper — media — to choose from, each for a special purpose. You may want to make a trip to a local stationery store, copy center or computer store to see what's available. Qualities to look for are size, weight, texture, fiber content and coating. Choose the medium that fits your project best. And, when you want optimal print quality, check out HP's own line of printer papers.

Recommended Media for HP DeskJet 720C Series Printer

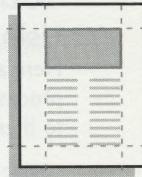
HP Product & Part #	Ideal Use
HP Premium Photo Paper #C6039A	Certificates, illustrations, photographic images, photo album pictures, glossy fliers, report covers, presentation covers
HP Deluxe Photo Paper #C6055A	Certificates, illustrations, photographic images, photo-album pictures, glossy pictures, presentation covers
HP Greeting Card Paper #C1812A	Birthday and holiday cards, personalized notes, invitations
HP Banner Paper #C1820A	School and office events, birthday parties, special announcements
HP Iron-on T-Shirt Transfers #C6049A	Personalized T-shirts, canvas bags, aprons
HP Bright White Inkjet Paper #C1824A	Charts, graphs, fliers, newsletters, reports
HP Premium Inkjet Paper #51634Y	Image-intensive prints
HP Premium Inkjet Heavyweight Paper #C1852A	Reports, report covers, brochures, newsletters, fliers, certificates, greeting cards, calendars
HP Premium Inkjet Transparency Film #C3834A	Presentations, slip-in binders

To purchase HP media, check your local office supply or computer store. If you have problems finding the media, call HP DIRECT. In the United States, call (800) 538-8787; elsewhere, see the HP DeskJet 720C Series Printer User's Guide.

Design With Intent

Be simple. For a cleaner look, align your type and art elements along one or two planes or lines. Add complexity only if you need to.

Compose. Decide first what you want to emphasize, then place it where you feel it should be in your design field. Open space is okay.



Control Your Type

Select typefaces for good reason. Pick the typeface that matches how you feel.

Notice personality. Roman typefaces have graceful serifs, or “feet,” and are best for conveying emotion. Sans serif or teutonic typefaces have no feet, are simple and work well for business and science. Decorative typefaces evoke themes. There are variations of each, and many of them can be changed to be **bold** (dark) or *italic* (script).

Mix with care. Be careful about mixing typefaces. Try for no more than two per document, and remember to make readability a top priority.



Be discreet. Use decorative typefaces sparingly. Smaller, simpler, more classical type will typically deliver a more pleasing design.

Use Color for Effect

Don't overdo it. A little color goes a long way.



Match up. Try making other elements, such as headlines, the same color as the dominant shade in your photo.

Stay in the family. Using different hues of the same color, such as several shades of blue, works well. You can also get a color wheel and learn about colors that complement each other.

Make Photos Look Good

Crop in. Use the part of the photo that says what you want and discard the rest.



Move around. Rotate the image to increase impact.

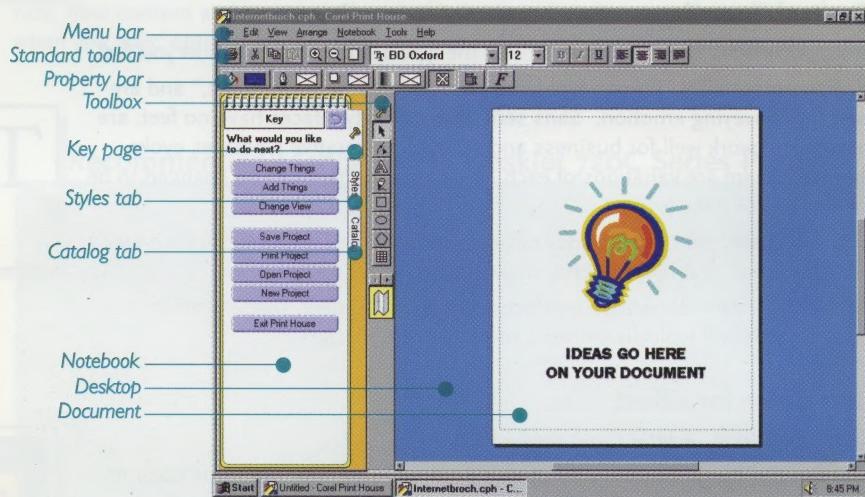
Vary the view. Contrast wide, scene-setting views against detailed close-ups.

Use patterns. Use patterns and textures that appear in nature. Try a close-up image of leaf veins or an aerial view of a river system.

Your “Getting Started” Guide

Using Corel Print House and Photo House

Here are descriptions of program tools and step-through instructions for some basic processes. You'll probably follow these for your first few projects, and, after that, refer to them only if you get stuck.



The Corel Print House desktop (see screen view above). Note its components and their position. If the Standard and Text toolbars are not displayed when you start Print House, click the View menu, then click the Standard and Text toolbar commands.

Property bar. Displays the properties — coloring, line style, positioning — of selected text or shape. To change, select the object with the Pick tool, then click the button on the Property bar for the attribute you want.

Toolbox. Includes everything you need to create and edit. To use a tool, just click it. Instructions for using it appear on the Key page of the Notebook.

- **Key** opens the Notebook's Key page and provides instructions for most tasks.
- **Pick** selects, moves and changes object size. Click this tool and then any object in your design to select it. Once selected, you can change its properties.
- **Shaper** changes lines or shapes you create with other tools.
- **Freehand** draws lines in any shape and is similar to using a pencil.
- **Text** creates text. Use this when you want to add text to your design.
- **Rectangle** creates rectangles and squares.
- **Ellipse** creates ovals, ellipses and circles.

- **Polygon** creates shapes with three or more sides. Use this to make triangles, stars and other polygons.
- **Table** creates an empty table in your design. You can click individual cells of the table to insert text.
- **Page flipper** moves you from one page to another.

Wizards. This tool breaks tasks down into steps and asks you for decisions at each step. You can use wizards for any projects.

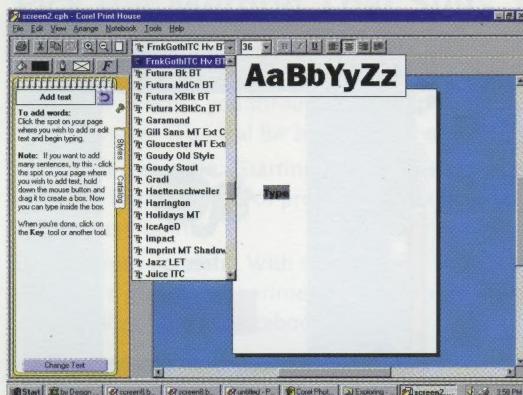
Notebook. This feature is located on the left side of the desktop and is made up of three tabbed pages (click the tab you want), each with different information. Use it to get assistance with adding graphics, editing text, saving and printing objects and adding colors, styles and shadows.

Key page. Displays topics to help you with your current task. Topics shown are determined by the tool in use or object selected. Key page walks you through tasks using cue cards. You will move through the cards as you complete each step.

Styles page. Contains coloring, line styles, shadows and text styles. To apply a style, select the item and drag the style's icon from the Notebook to the item you want to change. For example, to color a rectangle blue-green, select it and drag that coloring icon onto the rectangle and release the mouse button.

Catalog page. Contains collections of clipart, backdrops, borders, phrases and photos. To add any of these, drag them from the Notebook onto your design. The Catalog page also has a Scrapbook. You can use it to save pieces, such as a logo, for later use.

Basic Step-Through Instructions Using Corel Print House and Photo House



Steps for creating type in Corel Print House

- Select Type tool.
 - Click on document.
 - Enter your information.
 - Click Pick tool.
 - Click Text Style icon on Property bar to select typeface, size and alignment.
- OR**
- Highlight Typeface from drop down menu on Property bar.

Steps for using clipart in Corel Print House

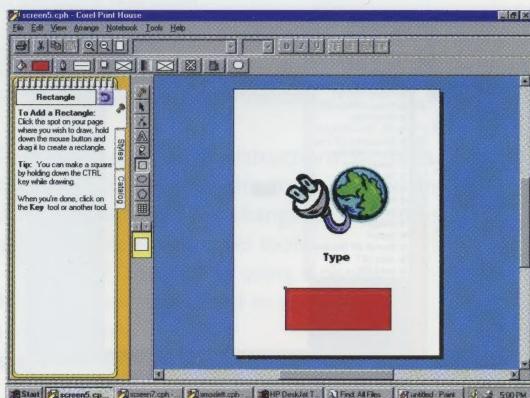
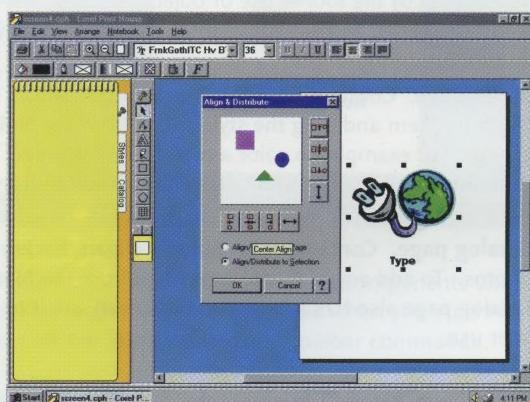
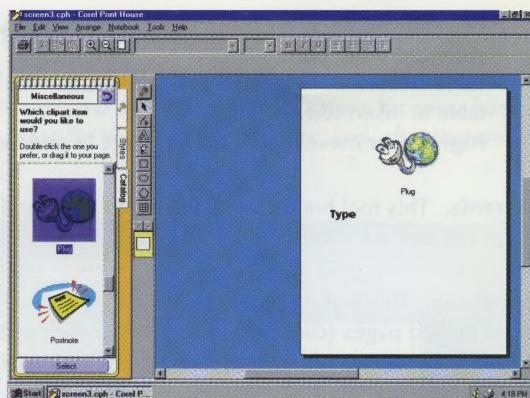
- Go to Notebook.
- Click tab Catalog.
- Click button Clipart.
- Highlight category name — OK.
- Scroll Clipart.
- Double-click Clipart or drag.
- To size Clipart, grab corner handles and drag.
- Click and drag Clipart to position (or use position tool).

Steps for aligning type and clipart in Corel Print House

- Select Pick tool — click and drag across type and clipart.
- Click Arrange.
- Highlight Align and Distribute.
- Select Alignment icons of choice — OK.

Steps for using the graphic tool in Corel Print House

- Click graphic tool, such as Rectangle.
- Click document and drag graphic shape.
- Color graphic with Paintbucket.
- Center graphic with Align and Distribute.
- Use Arrow keys to move graphic up or down.



Steps for placing photos taken from Print House

- Go to Notebook — Catalog.
- Click Photos — highlight Category Name — OK.
- Click and drag photo onto document.
- Size and Position.

Steps for editing photos and placing from Photo House

- In Photo House — go to the Key pad — Open an Image.
- Scroll to find photo on hard drive.
- Highlight Photo name — click Open.
- Click Enhancement tab to adjust colors.
- Click OK on Image tab.
- Go to Key pad — click Make changes to edit further.
- Save image in File menu.
- Open Print House, go to File — highlight Photo name — Import.
- Click OK on Image tab and photo will appear on document.

Tips for advanced photo editing

- Check Help menu — Contents tab — Getting Started — Using Corel Print House with Corel Photo House.



Pick the Method That Suits You

You can design your project several ways. Just click the one you want.

QuickWay. If you need to do a project right now, QuickWay is the fastest, easiest way to design. It walks you through each step and minimizes the number of choices you need to make. It's ideal for beginners or anyone in a hurry.

Start with a sample. Starting with an existing sample lets you use wizards while choosing from a variety of professional-looking designs. Use the samples as they are or edit them to fit.

Design from scratch. With this method, you are essentially given a blank sheet of paper. It's great for experimenters. And even if you start from scratch, you can still use the Wizards and Notebook to finish.

Find Out How to Find Out

There will be times, especially early on, when you'll want to check to make sure your process steps are correct. You can access online help from the Menu bar in any of the programs. Look for the how-to instructions or Help topics, and highlight the option you want. Everything is there in simple, easy-to-understand language.

General steps for using online Help

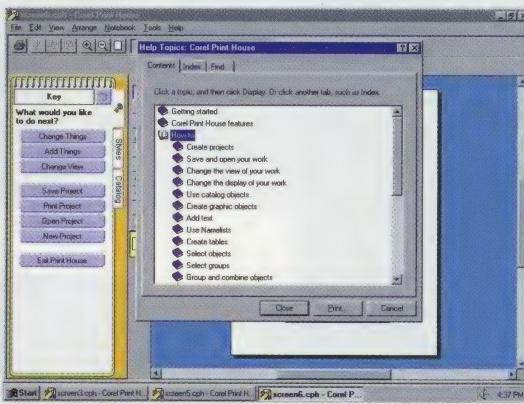
- Click Help, then Help Topics. The Help window appears with the Contents tab open.
- Click the book that names the help you need. A list of subtopics appears to help you narrow your choice.
- Double-click a subtopic to view a step-through list of instructions.
- Check the Find and Index tabs for other ways to access information.

General steps for printing

- Go to File, Print, Properties and Setup to choose the paper options and print quality.
- Click the Features tab to specify one- or two-sided printing and orientation.
- Click OK. Click OK again to print.

General steps for getting technical support

- Corel: Go to the Help menu and look under Technical Support.
- Streetwise: In the United States and Canada, call (310) 998-3361, or find it on the Internet at swsoftware.com.
- CompuServe: In the United States and Canada call (800) 848-8990.



Commune With Your Printer

Another thing to learn is how to tell your printer your wishes. If you have questions about any of this, get out the HP DeskJet 720C Series Printer User's Guide that came with your printer and look it up.

Go Ahead and Try Something

You can learn how to use this software faster and make projects better if you cast your cares away and just dive in. We've intentionally made this a "go-for-it" kit. You might try a couple of easier projects first to see how things work, but the software is easy to use, and you'll be zooming along in no time. The only ingredient necessary is your desire to try.

When All Else Fails ...

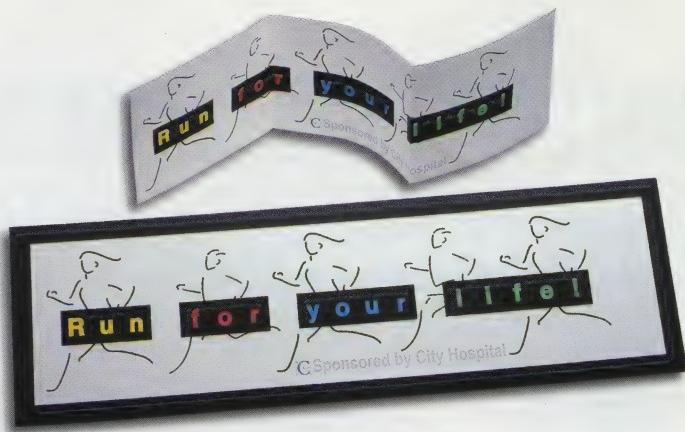
Even though everything in this creative kit is pretty easy, there may be some situations that stop you. If that happens, the first thing to do is contact the software company's support department. If it turns out to be a problem with your printer, get out your HP DeskJet 720C Series Printer User's Guide and look up customer support.

PROJECTS FOR COMMUNITY ASSOCIATIONS AND CLUBS



Projects

- Event Banner
- Association Newsletter



Event Banner

An event banner is a great big sign you can use to announce, identify, promote and package your athletic benefit, or any other event. Banners use special banner paper, so you can make it lo-o-o-n-n-n-g.

What You'll Need

Banner printing paper. It's continuous rather than a single sheet. Pick up some HP Banner Paper at a supply store.

Cardboard. Any old kind. Use it as a backing to stiffen the banner, if you want.

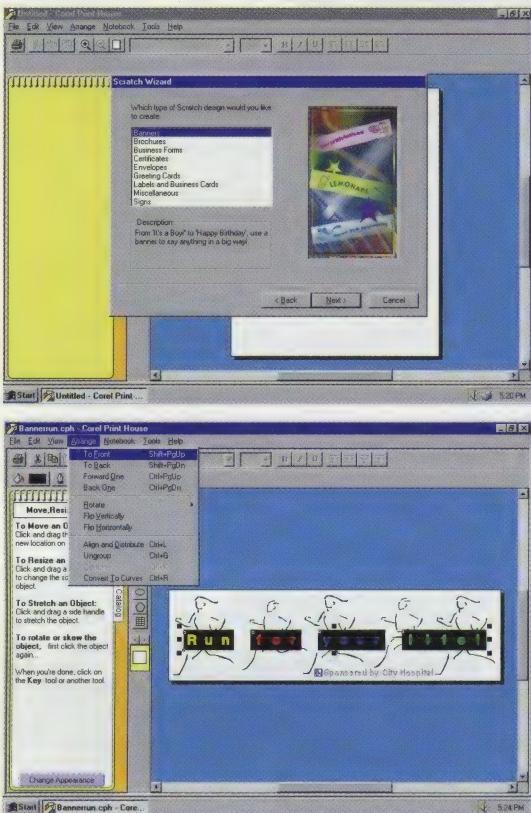
Mounting adhesive. For mounting the banner onto the cardboard.

Before You Start

Figure out where you'll use the banner, how long it should be, how many you need, then collect the necessary supplies. A tip: It's smart to get permission before you put banners up.

Better Banner Tips

- Think bold, bright and simple. The key here is visibility.
- Don't use too much text.
- Try adding display interest by making a series of banners with successive pieces of a message.
- Or try importing and printing a photograph on the banner.
- Size the cardboard backing so it's slightly larger than your banner, then run black or colored tape around the edge of the backing. This makes a neat and durable border.
- Laminate your artwork, glue stakes onto the backing and turn the banner into a lawn sign.



Related Project Ideas

Signs. This process works for any kind of sign. Any size, too, if you print your design out in tiles. You can also use these steps to create flags — festive flags, heraldic flags, flags for organizing sports events or reunions. All kinds of flags. And think how they'll look in color!

Notes:

Open Corel Print House and format your document

- Select Start from Scratch — Next — Banner — Next — Landscape.
- Select 8.5" x 30.5" or size of choice — Next — Finish.
- If you're not familiar yet with how the Toolbar and Notebook features work on the desktop, turn back to page 6.
- Create Type, use Clipart and use Graphic tool. (See page 7-8 for refresher instructions.)

Layering elements

- Click Graphic element or Type — go to Arrange — select To Front or To Back.

Print

- Flip Banner Switch up on front of printer and load HP Banner Paper with torn edge inserted first. And, if it's your first time or you're uncertain how to do this, check paper loading in the HP DeskJet 720C Series Printer User's Guide.
- Go to File and highlight Print. Click the Properties button — click Banner — click OK — click OK again to print.

Affix the art. Take your artwork to a copy center for lamination. Coat the back of the banner with a medium-tack craft adhesive. Carefully position your banner on the cardboard, starting from one end and working to the other. If necessary, cover banner with wax paper, and smooth wrinkles with a rolling pin.

Post the banner. You're ready for action!



Association Newsletter

Pick a template from the By Design program that fits your association (such as an architectural preservation society) and its personality. Then type your information into the template and, you're in print!

What You'll Need

Word processing software. When you use By Design software, you need to have either Microsoft Word or Corel WordPerfect installed in your programs folder.

Type of Media. HP's Bright White Paper or HP Heavyweight Paper may work best, since you'll probably print on both sides of the page and you don't want show-through. Another possibility is some kind of natural-fiber paper from your copy center.

News. Newsletters hold a lot of information. Make sure you have enough to say.

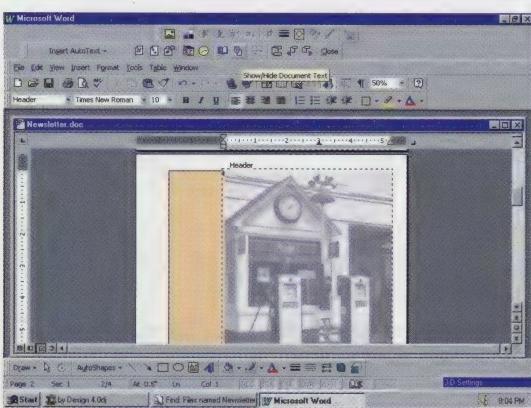
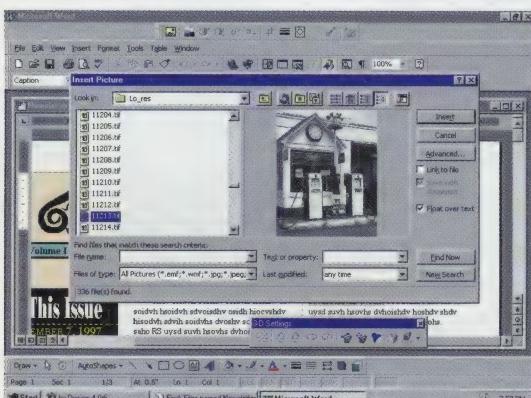
Presentation or binding system. If you're planning a multipage publication, you'll need to bind it. Binding can be as simple as a staple or as fancy as a specially printed cover envelope.

Before You Start

Figure out how many pages you need, what kind of sections you have, how many columns you want per page, whether you're going to use images, and how the overall flow goes. A tip: Always do this first, then write your news to fit.

Nifty Newsletter Tips

- Adopt a headline and body copy type standard, and stick to it.
- Mix visuals and copy. This makes for more interesting pages and better readability.
- Keep an eye on color. You don't need much.
- Print on both sides of the paper. See HP DeskJet 720C Series Printer User's Guide for more information.



Open By Design and format your document

- Select Gallery — Newsletters.
- Scroll through — click choice.
- Follow prompts and type in your newsletter headlines and body copy.

Draw a picture

- Go to View menu — Toolbars — highlight Drawing toolbar.
- Click WordArt button — type text — OK.
- Select special effect icons: 3-D Effects, Textured Fills, etc.

Insert graphics or photos

- Go to Insert menu — highlight Picture — From File.
- Scroll to find photo in hard drive — highlight Photo name — Insert.
- Go to View menu — Toolbars — Picture (to display Picture toolbar).
- Click on picture in document — select icons from picture toolbar: Crop, Borders, Brightness, Contrast, etc.

Create a background photo

- Go to View — click Header and Footer.
- Click Show/Hide Document Text.
- Go to Picture toolbar.
- Insert a graphic or photo and select the image.
- Go to Format — click Picture or Object.
- Go to Picture tab — Image Control — select Watermark from the color box.

Layer text and graphics

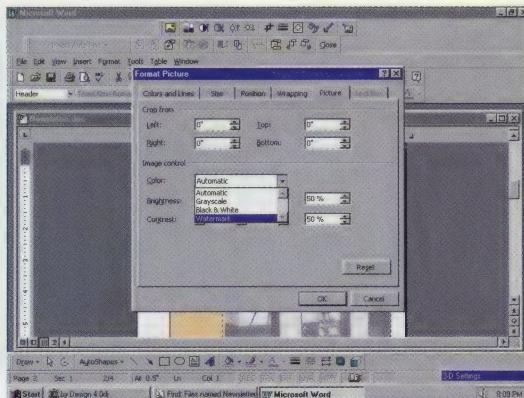
- Click Draw menu on the Drawing toolbar — highlight Order.
- Click Bring in Front of Text or Send Behind Text.

Print

- Load HP Bright White Paper into printer.
- Go to File — Print Preview. If the layout looks right, click OK.
- Go to File again and select Print.
- Click the Properties button to set paper options and print quality. Click Features tab to verify proper orientation. Click OK and OK again to print your newsletter.

Collate and bind.

Distribute. Pass your finished newsletters out at your next meeting, hand deliver them around the neighborhood, or mail them. You can print mailing labels, too.



Notes:

Related Project Ideas

Committee reports. This process is effective for different kinds of progress reports and action briefings. All you do is pick a different starting template.

Sports score sheets. By importing a table (or simply adding some lines), you can come up with snappy scoring sheets for the whole season. Friends will call you the "statmaster."

PROJECTS FOR HOME OFFICES



Projects

- Your Own Mailing Labels
- Official Business Cards, Letterhead & Envelopes
- Promotional Brochure



Your Own Mailing Labels

Use this to make every business envelope, bag, box or package you send look like it was made expressly by you.

What You'll Need

Appropriate-size label paper. You can purchase sheets at your copy center or stationery store.

A company identity. This could be a stylized font of your company name or a graphic element found in clipart. The key is to use the identity consistently on all your office documents.

Before You Start

Estimate how many mailing labels you need, and then multiply — once you have some, you'll use more than you think. Will they always be used on flat packages? Will they be wrapped around shapes? Is there color coding that would be helpful?

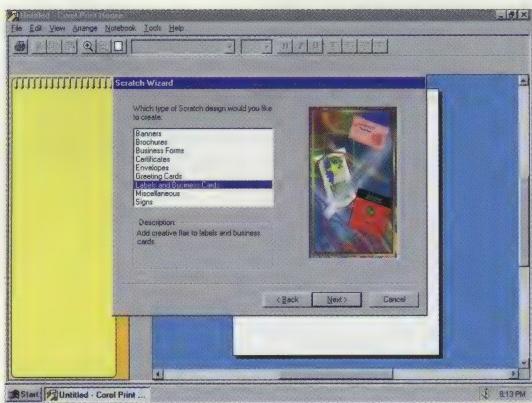
Lucky Label Tips

- You're after a consistent presentation of your business identity. So prepare and use your labels the same way every time.
- If you want to add some personal style, leave enough room for hand addressing. It looks good and is "you."
- Pay attention to the colors of the envelopes and packages you put the labels on. There's potential for attractive harmonies.

Related Project Ideas

Filing system labels. You can use this process to make great-looking labels for your file drawers and individual folders.

Return-address mail labels. Just reduce the size, and you have a return-address label.



Notes:

Open Corel Print House and format your document

- Select Start from Scratch — Next — Labels and Business Cards — Next — Landscape — Next.
- Select Label Type — Finish.

Create type, use clipart and use graphic tool

- If you still need the step-by-step instructions, go back to page 7-8.

Print

- Before you load your label stock, print a sample copy on some plain paper to check position and adjust as necessary.
- Now, load your label stock into the printer tray with the side you want to print on facing down.
- Go to File.
- Highlight Print — Go to the Setup and Features tabs to select paper options, print quality and page orientation.
- Click OK and OK again to print.

Affix Labels. Stick the finished label on a package. Admire your handiwork and think thoughts of business success.



Official Business Cards, Letterhead & Envelopes

The difference between a business that looks authentic and one that looks "home-made" is often the quality of its business cards and letterhead. Here's how to prepare a good design.

What You'll Need

Your choice of printing paper. Color, weight and texture are options you need to match to your business personality. Go to your copy or stationery store and see what they have. Choose wisely.

A company identity. You should use the same identity used on the mailing labels.

Before You Start

It is important to decide how much business stationery you'll use before some information, such as phone, address or e-mail changes. Don't make more than you need.

Brilliant Business Card and Letterhead Tips

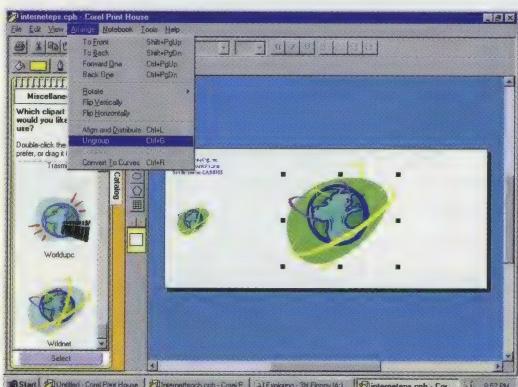
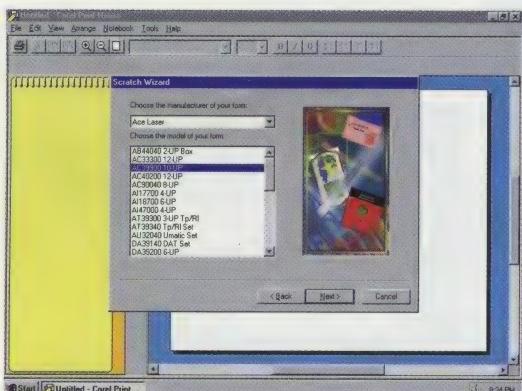
- The objective here is to communicate information and image.
- Keep an eye on color. You don't need much.
- When someone copies your letterhead, how will it look? You should plan for this.
- Decide ahead of time if you want your business card to stand out — do you want it to be an odd size? — or fit nicely into a Rolodex file. Each approach has its merits.

Related Project Ideas

General stationery. If you can make one card, you can make them all — announcement cards, new arrivals, promotions, departures, service additions, pricing updates, address change notices.

Forms. For estimate and invoice forms, add a table to your letterhead.

Fax cover sheets. Use this process to create a fax cover sheet, and you'll be in business.



Open Corel Print House and format your business card art

- Select Start from Scratch — Next — Labels & Business cards — Next —
- Select 10-up — Next — Finish.

Create type, choose clipart and print

- By now you probably know how to do these things. Just in case, refer to the step-by-step instructions on page 7-8.

Format your letterhead art

- Select Start from scratch — Next — Business forms — Next — Portrait — Next
- Select: 8.5 in. x 11 in. — Finish.
- Create type, choose clipart and print

Format your envelope art

- Select Start from scratch — Next — Envelopes — Next — Finish.
- Select Page Orientation and Size of envelope — Next — Finish.

Create type, choose and manipulate clipart

- Select Clipart — Go to Arrange.
- Highlight Ungroup.
- Click open area on document to deselect clipart.
- Click on Clipart — drag art to desired spot.

Fade clipart

- Select Clipart.
- Click Fade button in Properties bar — scroll arrow to desired fade.

Print envelopes

- Highlight #10 Envelope under Paper Option on the Features tab.

Trim and use. Write a letter to a prospect. Enclose a business card. You're in business now.



Promotional Brochure

A good brochure affords you a selling tool, a prospect qualifier and a leave-behind, and means less time spent answering questions on the phone — all things you'll come to appreciate.

What You'll Need

Opaque, bright-white printing paper. Top-quality paper is important for this project, as is the ability to print on both sides of the sheet without show-through. Don't scrimp. Consider HP Premium InkJet Heavyweight Paper, HP Bright White Paper or other specialty paper from your local copy center.

Good organization and writing. Remember, this brochure will help people form their first impression of your business. If you can write well, fine. If you can't, hire a writer.

Relevant visuals. Illustrations should tie directly to the message of your brochure.

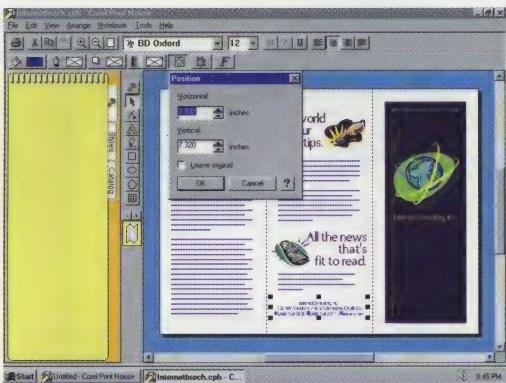
A company identity. Use the same identity on your brochures as you've used for all your materials.

Before You Start

Organize your promotional message so it communicates clearly to prospects. Put yourself in their place, and think about what you'd need to know, highlighting the most important things first. Then set up your design accordingly.

Best Brochure Tips

- Be brief and to the point.
- It's always a good idea to poll prospects before you prepare a brochure to find out what they want from a service like yours, how they'd use it, etc. Then you can tailor your material to respond directly to your market.
- How you present a brochure is nearly as important as having one. Think about the most appropriate way to deliver yours.



Open Corel Print House and format your brochure

- Select Start from Scratch — Next — Brochures — Next.
- Select Landscape, 8.5" x 11" — Next — Finish.
- Create type, choose clipart and use graphic tools.

Position type

- Select Type.
- Click Position button in Property toolbar.
- Enter numeric positions for Horizontal — Vertical.

Change clipart colors

- Select Clipart and go to Arrange.
- Highlight Ungroup.
- Click Document open area to deselect clipart.
- Click one piece of Clipart — Paintbucket — Select Color OR
- Select More — drag Colorwheel handle to desired color — click OK



Notes:

Copy elements from other applications

- Go to File and highlight Open.
- Select your document name and click Open.
- Click the Element you want to copy.
- Go to Edit and highlight Copy.
- Go to File and highlight Open.
- Select previous document.
- Go to Edit.
- Highlight Paste.

Create a text box

- Select Type tool.
- Click on document and drag to create text box — type in your information.
- Click Text Style icon on Property bar to select type style, size and alignment.

Layer the elements

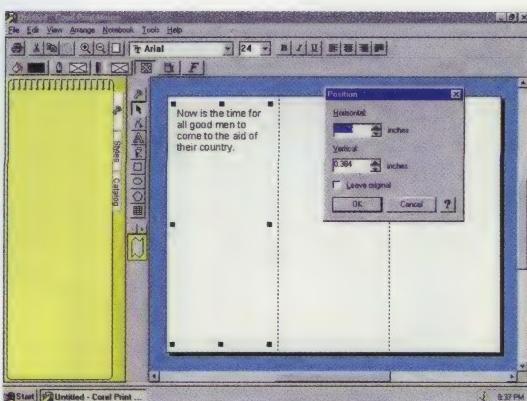
- If you need a reminder of how to do this, refer to page 13.

Print

- Select media such as HP Bright White Paper or HP Premium InkJet Heavyweight.
- Go to File — Print.
- Click the Properties button to set paper options and print quality.
- Click the Features tab to verify proper orientation.
- Click OK and OK again to print your brochure.
- A dialog box appears asking if you'd like a screen prompt to print the second side.
- If you choose to print the second side, the printer will print an instruction sheet on how to load the paper. Just follow the screen prompt and click OK when your paper is loaded.

Distribute

You know, there's nothing quite as satisfying as handing out a brochure for your very own business.



Related Project Ideas

Service description sheets. These are a natural extension of a promotional brochure. In fact, you may want to design yours to fit inside your brochure. You can use the same production steps.

Rate sheets. You can use the same process except you'll add chart lines. Keep these on separate pages because your prices may change over time or for different customers.

Notes:

PROJECTS FOR FAMILY ACTIVITIES



Projects

- Gift Tags with Pizazz
- Personalized Holiday Card
- At-Home Calendar



Gift Tags With Pizazz

Use stylish, personalized tags for everything from messages to identifying lunch sacks to labeling dried herbs.

What You'll Need

Paper. Paper should be cover weight; 80# is fine. You can try handmade paper, too.

Paper punch. 1/8" circular hole is best.

Edge-trimming shears. You know, pinking shears.

String. Waxed or plain string in colors and weights you like.

Adhesive mounting foam. Foam should be cut into small squares.

Before You Start

Decide on the size and color of tags you want to use. Pick paper and string to coordinate with the art you're going to use. A tip: people will like getting these, so make plenty.

Timely Tag Tips

- These tags are personality revealers. Let yourself go.
- If you want to use the tags for messages, use a light-colored paper.
- After printing a message, add a handwritten note.
- You can change color schemes with the seasons.
- Experiment with different edge trims and hole punches.
- Add paper strips in the string loop for a festive effect.
- Keep the printed art small. You'll get more per sheet.
- More than one string can add verve.

Open Corel Print House and format your document

- Select Start from Scratch — Next — Miscellaneous — Next — Coupon — Next — Page Orientation & Size — select Landscape or Portrait — Next — Finish.

Create artwork

- Use clipart or use graphic tools to customize your design.

Print.

Trim all the parts

- Cut out your printed shapes.
- Fold and edge-trim the tags, and punch-cut lengths of string to fit your use.

Affix the art

- Stick a square of mounting foam on the back of each part.
- Remove tape back and place on tag. You'll get a pleasing raised effect.

Apply the string

- Fold string in half and push loop through card hole, back to front
- Pass two ends through loop and pull tight.

Give a gift. Tie the tags on. You're done.



Greeting Card Project



Personalized Holiday Card

No more trying to make a department store card fit your mood. Now you can look and say exactly what you please — and tailor it on the fly for individual people.

What You'll Need

Preformatted folding card paper. This can be found in a range of sizes and grades. Try HP Greeting Card Paper with matching envelopes for great image quality.

Images. Images can be photographs or original art. Kids' art makes a charming card.

Print your image on HP Photo Papers to enhance its clarity, and adhere it to your card.

A cover envelope. Match card size to an available envelope.

Open Corel Print House and format your document

- Select Start from Scratch — Next — Greeting cards — Next — Quarter-fold — Next — 8.5 x 11" — Next — Finish.

Create type

- See page 7-8 for step-through instructions **OR**
- Go to Phrases on the Catalog tab. Scroll through Holiday category.

Use clipart and graphics

- Place a personal photo and create a Drop Shadow from the Styles tab in the Notebook.

Print.

Dress it up. Use a star-shaped paper punch and punch the cover envelope a few times, then hand address.

Before You Start

Greeting cards are attitude on paper. Decide ahead of time which attitude you want to project. Humor? Straight news? Warm emotion? Decide before you begin your design.

Grand Greeting Card Tips

- Run a test-print first. Don't waste your good paper.
- Include another photo. Print it separately and slip it into your card.

Related Project Ideas

Unlimited options. This is a greeting card, so it can be tailored for everything you'd ever send a greeting or announcement card for. Uses are virtually unlimited.

Postcards. If you don't use the folding stock, all of your card ideas can turn into postcards.





At-Home Calendar

Put favorite family scenes, coming vacation targets or old dog Bob on your family's calendar. For the experienced Corel user, add big spaces on weekend days so you can note kids' sports events. Make your calendar fit your life.

What You'll Need

Paper. HP Premium Heavyweight Paper or HP Premium InkJet Paper will work well for this project. Just remember that you'll need to bind pages together if you want a larger layout size.

Images. Good (or bad) photos of family members, pets, teams, trips, kid art, anything.

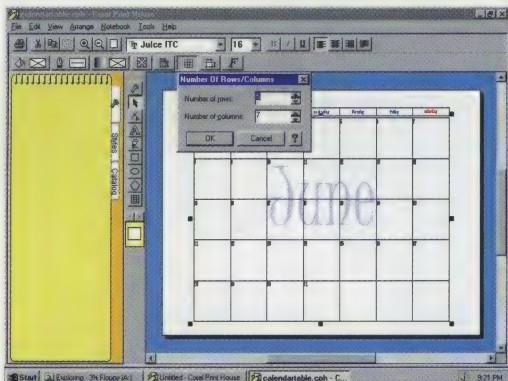
Before You Start

The shape of your calendar will depend on how much information you expect to write on it each day. If there will be a lot, consider designing a calendar with a two-week or even one-week page instead of an entire month dedicated to each page.

Clever Calendar Tips

- Slide the calendar sheet behind a piece of clear plexiglass, either on your counter or mounted on your wall. You can write on the plexiglass with a grease pencil. Erase and start over whenever you need to.
- The sappier the photography the better. This should be fun.
- If you make the month name and numbers smaller, there will be more room to write.
- Try printing some months on different colors of paper.
- Make some stickers and use them to mark completed days.





Related Project Ideas

Chore schedule. This is like a calendar, but you list or show the tasks family members are supposed to do during the week or the month. Since duties are subject to change, don't try for a long time span. To design a chore schedule, follow the same production steps used when designing a calendar.

Notes:

Open Corel Print House and format your document

- Select Start from Scratch — Next — Certificates — Next — Landscape — 8.5" x 11" — Next — Finish.

Create a table

- Click Table tool — position the cursor at one corner of where the table goes — click and drag cursor diagonally to the other corner.
- Resize — Columns and Rows at the Property bar.
- Click each table cell — type in number of days.
- Highlight Type — go to Property bar and select Type tool.
- Select Alignment icon of type within the table cell.
- Type year and month separately and place To Front or To Back of other elements on page under Arrange menu.

Place a personal photo from Print House or Photo House

- Go to page 9 for step-through instructions.
- Select an Alignment icon to position the type within the table cell.
- Click Text tool to create other type, such as year and month.
- Click anywhere on desktop — type — drag and place.
- Go to Arrange — highlight To Front or To Back.

Print.

Bind Sheets. As an option, bind the sheets together. You can staple the sheets, run a couple of rings through the top (so you can flip the pages over) or bind them at your local copy center. Now you're ready to hang it up!

Display Calendar. Hang it on your refrigerator or someplace in plain sight.

PROJECTS FOR HOBBIES



Projects

- Apron Iron-Ons
- Travel Journal



Apron Iron-Ons

Who says aprons have to be dreary coverups? When you fix one up like this, you could end up actually looking forward to getting uniformed for duty at the stove or sink.

Open Corel Print House and format your document

- Select Start from Scratch — Next — Miscellaneous — Next — Coupon — Next — Page Orientation & Size — Next — Finish.

Create your own art. Select type, make art with graphic elements, and choose clipart.

Print

- Go to Print — Features tab.— click Flip Horizontal.
- Print a test on bond paper so you don't waste the iron-on sheets with an error.
- Once you're ready, load iron-on paper, printing side down.
- Click OK to print.

Iron the design onto the apron

- Follow instructions on package.
- Pay attention to where on the apron you're putting the design, away from seams or stressed areas.

What You'll Need

Iron-on transfer paper. Look for HP Iron-on T-shirt transfers at any computer or office supply store.

The apron. Cotton is the best fabric because it won't melt when you transfer your design.

An iron. You'll need one for this, even if you don't use it for anything else.

Before You Start

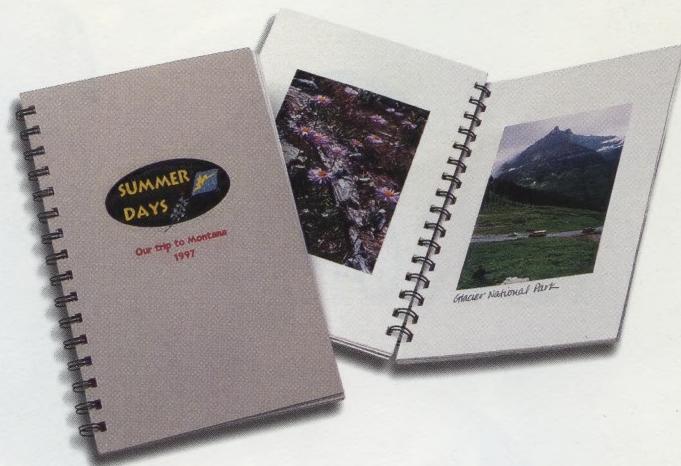
The thing to remember about iron-on transfers is that they will wash off after a while. Some tips: start with a soft, closely knit fabric, keep your design small and simple, and pay attention to color contrast.

Timely Transfer Tips

- White fabric shows colors best.
- Simplicity is important. If the design gets too detailed it might not survive the transfer.

Related Project Ideas

Transfers can be ironed onto any cloth. The production process is the same. The only change is what you iron the design onto. Put designs on hats, ties, even a tote bag!



Travel Journal

Instead of just forgetting that wonderful trip, compile your road notes, photographs and other souvenirs into a book you can read and enjoy again and again.

What You'll Need

Paper. Select either HP Bright White or a natural-fiber paper. The size is up to you; many journals are smaller than letter size.

Images. Use photos of sights, favorite stops, discoveries, memories, the lot. Matchbook covers and other souvenirs that you can scan are also useful.

Your story. This is the place for a good yarn.

Heavy paper or board. This will be used for the cover.

Some bindery help. When the journal is complete, take it to a local copy center and have it bound.

Before You Start

Good journals usually cover just one trip. Depending on the length of your descriptions and whether you have photos, you'll need to decide on the organization and size of your book.

Juicy Journal Tips

- Cut a hole in the cover board to reveal the title page inside.
- You could stamp rubber stamps all over the section dividers inside, lending a passport appearance.
- While you're at it, make a special bookmark and leave it in the journal.
- It's a good idea to bind in empty pages, so you can note other impressions later.

Open By Design and find a template

- Select Gallery — Page Layouts.
- Scroll to find a layout that suits you. — select it.
- Type in your story.

Open Corel Print House

- Select a format the size of your book.
- Create the cover with type and art.
- Load cover-weight paper into tray.

Print

Trim and bind

- Trim cover, if necessary.
- Assemble pages, dividers and the covers so they are in order.
- Bind.

Sit back and relive your journey!



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